

## Registration for Student Placement

### STUDENT PLACEMENT APPLICATION FORM (PART A)

Please complete this form if you are interested in undertaking your vocational (student) placement with Mitchell Shire Council. Please either send your completed application form to [hrrservices@mitchellshire.vic.gov.au](mailto:hrrservices@mitchellshire.vic.gov.au) or submit it in person at any Customer and Library Service Centre.

All fields in PART A must be completed for your application to be considered.

Today's date:

Please select the appropriate placement structure you wish to register for:

- Year 10 Work Experience**
- Structured Workplace Learning (VET)**
- Tertiary Placement (TAFE/University)**

Please complete the following:

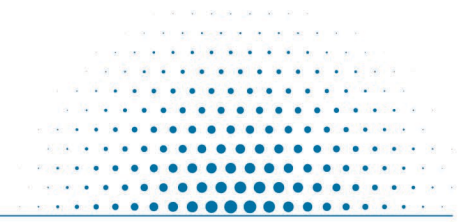
Educational Institution/ School Name:	
Contact Person for above:	
Course studying:	

Surname:	
Given Names:	
Preferred Name:	
Title (Mr/Mrs/Ms/Miss/Dr):	
Address:	
Postal address (if different from above)	
Telephone	
Email address	
Date of Birth	

**Preferred contact:** Mobile  Email  Landline

Do you speak any languages other than English? Yes  No

If yes, please specify: \_\_\_\_\_



Do you have any special requirements you would like to share with us?

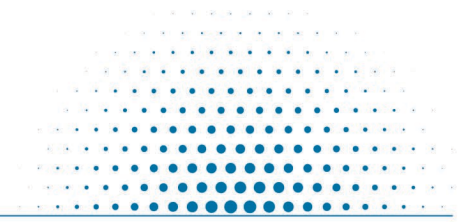
Please select the area you are interested in undertaking placement with. We will do our best to provide the most appropriate placement possible for you:

- Accounting
- Administration
- Human Resources
- Library services
- Marketing
- Sport, recreation and physical activity
- Tourism and events
- Town planning
- Working with animals
- Working with community groups and voluntary organisations
- Working with children and young people
- Working with computers and information technology
- Working outdoors (for example, park maintenance, environmental, agriculture)

Please tell us why you want to complete your work placement with MSC:

(Please note: preference is made to residents and community members of Mitchell Shire)

Please tell us what you hope to gain from your experience with MSC:



**Placement Preference Locations (if applicable):**

Placement Preference 1:

Placement Preference 2:

Placement proposed Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Total hours to be completed: \_\_\_\_\_

Placement *proposed* days and times:

	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Some workplaces within Mitchell Shire Council require employees, volunteers and work placements to obtain a Working with Children's Check and or a National Police Check.

Please indicate below if you are willing to or currently hold either of these pre-employment clearances:

- > **Hold current WWCC**
- > **Willing to obtain a volunteer WWCC prior to commencement\*\***

*\*\*please note, a Working with Children Check can take up to 6 weeks to obtain. If the WWCC is required prior to placement, the placement cannot commence until the Check is completed and the card obtained\*\**

- > **Hold current National Police Check, and can supply the certificate**
- > **Willing to undergo a National Police Check prior to commencement**

**Declaration:**

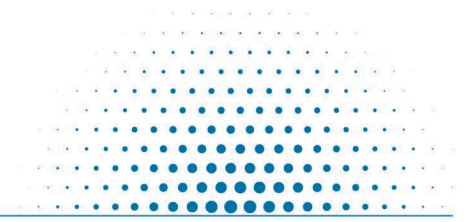
I, (full name) \_\_\_\_\_ declare that to the best of my knowledge, the answers to the questions within this Application document are correct. I understand that if any false information is given, or any material fact withheld, I may not be accepted to undertake work placement within the Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to [hrservices@mitchellshire.vic.gov.au](mailto:hrservices@mitchellshire.vic.gov.au) at least one month prior to your placement commencement, to allow adequate time for completion of all associated paperwork.

You will receive a letter of acknowledgement of application within 14 days of Council receiving your application.



### WORK PLACEMENT APPLICATION FORM (PART B)

*To be completed during or after screening interview has taken place.*

#### STATEMENT OF POLICY

The Mitchell Shire Council is committed to, the provisions of services in the Community. The provision of services can often be enhanced by:

- a) Those willingly giving time for the common good and without financial gain (volunteers)
- b) Those who are required to undertake training opportunities or gain work experience in a particular field, as per the requirements of their education provider, including, but not limited to University, TAFE and Secondary School (Vocational Placement)

#### Personal information under the Privacy Act 1993

The information provided on this form will be used to process your application. The information requested is not required by law, but if insufficient information is provided, your application may not be accepted.

Only Council officers within the People and Culture department will have direct access to the personal information you provide. Under the Privacy Act 1993, you have a right of access to personal information about you held by Mitchell Shire Council; you are also entitled to request information about you to be corrected, if presented incorrectly. If you are successfully appointed at Council, the information will be stored securely in your Volunteer file for the duration of your voluntary period with Council.

#### Confirmation of Placement

*To be completed at screening interview*

Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Total hours to be completed: \_\_\_\_\_ Location to be completed: \_\_\_\_\_

Council staff member responsible for managing placement: \_\_\_\_\_

Placement confirmed days and times:

	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

#### Emergency Contact Details:

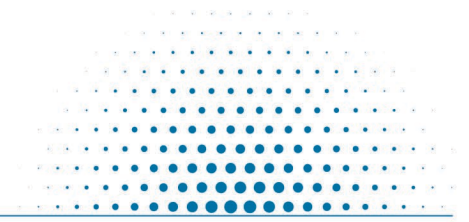
Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Landline phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Address: \_\_\_\_\_



### Your Health:

Have you had, or do you have an injury or medical condition or disability that could impact on your ability to undertake certain tasks, or in which the tasks of this voluntary work may aggravate or contribute to?

Yes  No

If yes, please provide details: \_\_\_\_\_

### ACKNOWLEDGEMENT AND DECLARATION (ALL TO COMPLETE)

1. I hereby declare that I have read, understood (or had explained to me to my satisfaction), and accept the Employee Code of Conduct, and agree to abide by it in its entirety. Although I am not paid for the work I carry out on behalf of Mitchell Shire Council, I understand that I am expected to abide by the standards of behaviour outlined in the Employee Code of Conduct. I accept that if I do not abide by the Employee Code of Conduct, my involvement with Mitchell Shire Council may cease.
2. I declare that to the best of my knowledge, the answers to the questions within this document are correct. I understand that if any false information is given, or any material fact withheld, I may not be accepted to undertake work placement on behalf of Council, or if already engaged in such duties, I may be dismissed.
3. I agree to respect the confidentiality of all Council business. However, in respect to any matter of Council business that comes to my knowledge which, in my opinion, is a matter of public concern and should be made known, I understand that I am expected to discuss the matter and my concern with a Council manager or a senior officer of the Council before taking any action.
4. I am satisfied with the information I have been given concerning my duties and working conditions, and I am aware of my responsibilities outlined within the Employee Code of Conduct, the Volunteer Policy and other relevant Council policies.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

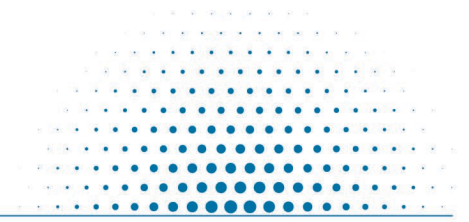
WITNESSED BY: \_\_\_\_\_

NAME AND POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

### PRIVACY STATEMENT

*All Personal and Health Information collected for the purpose of managing and registration of Voluntary Personnel will be used solely by Mitchell Shire Council for this purpose and or directly related purposes. The individual understands Council may disclose this information to other organisations if required by legislation or for the purpose of managing the voluntary personnel's registration, training and assignments. The individual understands that the Personal and Health Information provided is for the above purpose and that the individual may apply to Council for access to and/or amendment of the information. Council will manage and dispose of all information in accordance with State Legislation and Council Information Management policies.*



### Office Use Only

Date Received:

- Application reviewed (Part A):
- Screening interview conducted (if applicable):
- Pre-Employment Check requirements discussed with HR:
- Copy of the Mitchell Shire Code of Conduct has been given to applicant
- Placement confirmed/denied with applicable department/team
- Placement successful/not successful:
- Part B registration information completed
- Send completed form and outcome to [hrrservices@mitchellshire.vic.gov.au](mailto:hrrservices@mitchellshire.vic.gov.au) for record keeping
- Collect induction pack from HR for when student starts (if successful)